

FAQs for NGA's Student Internship Program

Will I be permitted to work during the school year?

The intent of the Student Internship Program is to develop students and assess their attitude and performance during ten week summer internship periods. Work during the academic year is not an official part of the program; however, if there is a mission need, students who attend school within commuting distance of their assigned NGA work location may be permitted to work part-time, up to 20 hours per week, during the school year after the completion of the initial expected 10-week requirement and with the approval of their supervisor.

I will graduate spring 2023. Am I eligible for the Student Internship Program?

No, students who graduate in spring 2023 are not eligible to apply to the Student Internship Program. Students who graduate August 2023 or later are eligible for the internship program.

Does NGA offer internships/scholarships for individuals who have already completed their degree program(s)?

At this time, NGA does not have scholarship or internship opportunities for individuals who are not students. Applicants who have already completed their education are encouraged to visit www.intelligencecareers.gov/NGA for a listing of regular permanent positions.

Are students who are not enrolled in a degree program but are seeking a certificate in a field such as Geography or Human Resource Management eligible for the Student Internship Program?

Students who are not enrolled in a relevant degree program are not eligible for the Student Internship Program. Students must be enrolled in an Associates, Bachelors, Masters, or post-Graduate degree program.

I have studied abroad or plan to study abroad in an upcoming semester. Will this affect my eligibility for the Student Internship Program?

Although studying abroad does not preclude applicants from eligibility for the Student Internship Program, it may result in a lengthier clearance process and delay required pre-employment testing. Students must be fully cleared before they are able to begin work.

If I am accepted into the Student Internship Program for the summer 2023, will I have to reapply if I wish to participate in the program the following summer?

No. Once accepted into the program, students who perform successfully during work periods and continue to meet program requirements are invited back to NGA each year until they graduate. Students who do not perform successfully and/or fail to meet program requirements will be removed from the program.

If I am accepted into the Student Internship Program, can I be hired as a permanent employee before I complete my degree program?

Yes. Student employees are eligible to apply and compete with the general public for external opportunities while in the Student Internship Program. However, students who perform satisfactorily and continue to meet all program requirements may have the opportunity for conversion to full-time employment upon graduation from the degree program for which they were accepted into the Student Internship Program.

If I am selected for participation in the Student Internship Program, what will happen next?

If you are selected for the Student Internship Program, you will be contacted by NGA and extended a conditional verbal offer of employment. If you accept, your offer will be finalized, and you will receive pre-employment paperwork via email in approximately two weeks. It is important to follow all instructions contained in the paperwork, and return it by the date indicated. Once your paperwork has been received, your pre-employment processing (to include the security clearance process) will begin.

How long will it take to complete the security clearance process?

The clearance process varies from individual to individual. The Student Internship Program conducts its application and selection process early to ensure that the majority of selectees are cleared in time to start no later than June 2023, however, depending on individual circumstances, some selectees' clearances may take longer.

What if I don't clear in time to start next summer?

Students who don't clear in time to participate in the summer 2023 internship period will be handled on a case-by-case basis, depending on their expected graduation date. Student employees are only permitted to enter on duty during the summer.

Does the Student Internship Program provide funding for summer housing?

Individuals selected for the Student Internship Program receive a salary during work periods, but no additional funding or stipend for housing or travel expenses.

Does the Student Internship Program assist students with locating suitable housing for summer internship periods?

Unfortunately, the Student Internship Program does not have the resources to provide in-depth assistance to students seeking housing for summer internship periods. Ultimately, it is students' responsibility to locate and secure housing, if needed.

Will my work location be accessible by public transportation?

Accessibility to public transportation will depend upon the location of your work assignment. Several NGA facilities, although not all, are easily accessible via public transportation.

Is there a way to carpool/rideshare?

Yes. After you have been awarded a position with NGA and have reported for duty, you will be able to find rideshare information on the NGA intranet.

Are internship opportunities available for new student employees prior to summer 2023?

No. Selectees from the summer 2023 application period will be for the summer 2023 internship.

I live or attend school within proximity of an NGA location; may I request placement at this site?

Students may indicate their preferred location for placement. Although this information will be taken into consideration, placement decisions will ultimately be made based on the needs of the agency.

I am not available to spend 10 weeks with NGA during the summer. Can I still be considered for an internship?

NGA makes a considerable investment in obtaining security clearances for student employees and providing on-the-job training/mentoring. Additionally, as part of the Student Internship Program, students who perform successfully and meet program requirements may be granted the opportunity for conversion to full-time employment upon graduation. It is not required but highly recommended that students work a period of at least 10 weeks each summer to ensure students have sufficient on-the-job experience to contribute to NGA's mission.

What type of work will I do?

NGA's student employees receive real work experience to prepare them for future employment with NGA. Student Internship Program assignments are based on entry level professional job descriptions and will involve a great deal of independent and team-oriented work under the guidance of a senior level supervisor and mentor. Job assignments may involve research, drafting reports and presentations, and/or working on projects which require technical knowledge.

What hours will I work?

The typical workday at NGA is 8.5 hours (1/2 hour of which is uncompensated for lunch). Your actual schedule will be determined in discussion with your supervisor when you arrive, based on office needs, and taking into account your job performance. NGA also offers flexible work schedules with supervisory approval.

What is the dress code for the agency?

In general, the dress for civilians at the agency is conservative business or business casual attire. Students accepted into the program will need business attire for attending meetings/making presentations, etc.

Will I receive health benefits?

Students employed through NGA's Student Internship Program receive a salary and accrue annual and sick leave during work periods and they may be eligible for health benefits if specific conditions are met. You are eligible to enroll in the Federal Employee Health Benefits program, with full government contribution if:

- You are an employee on a temporary appointment (appointment limited to one year or less); or
- An employee on a season schedule (working less than six months per year); or
- An employee on an intermittent schedule; and
- You are expected to work 130 hours or more per month, for at least 90 days, and are not covered under the Part-time Career Act.

The intern's direct supervisor will provide them with their work schedule. If that schedule meets or exceeds the 130 hours for at least 90 days requirement, and the intern is interested in health benefits coverage, they should contact the HD Benefits Team (Benefits@nga.mil) for more details and/or assistance with the enrollment process.